



California Department  
of  
Social Services



Child Care Advocate  
Program

## *Child Care Centers Self-Assessment Guide*

### *ADMINISTRATIVE REQUIREMENTS*



COMMUNITY CARE LICENSING DIVISION  
"Promoting Healthy, Safe and  
Supportive Community Care"

## **SELF-ASSESSMENT GUIDE CHILD CARE CENTERS**

This self-assessment guide is designed to help you and others involved in the administration of the child care program perform periodic self-assessments of your center's operation. By using this, you can find problems and then correct them yourself. This guide lists some of the most common problem areas found by licensing staff when they make visits. Read each statement and check Met or Not Met for the answer that best describes your child care program.

This is not a complete list of licensing regulations. It includes many of them, but does not replace the regulations. When the licensing worker visits, they may look at more than what is in this guide. You should review the child care center regulations for all of the requirements.

### **ADMINISTRATIVE REQUIREMENTS**

NOT  
MET   MET

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. A written plan of operation is current and maintained on file. (101173)<br>-Statement of admission policies and procedures.<br>-Copies of Admission Agreements.<br>-Staffing plan, staff qualifications and duties. |
| _____ | _____ | 2. There is a current written disaster and mass casualty plan. (101174)<br>-Disaster drills are conducted every 6 months.<br>-Children and staff, including volunteers, are instructed on duties and responsibilities. |
| _____ | _____ | 3. Incident and Injury Reports are submitted as required. (101212)<br>-Within next business day: death, injury requiring medical treatment, unusual incident, epidemic outbreak, fire, etc.                            |
| _____ | _____ | 4. Licensing notified when new director hired. (101212)<br>-Within 10 working days.<br>-Qualifications submitted.  |
| _____ | _____ | 5. Admission Agreements are complete and kept for all children and signed by parents/guardians within 7 days. (101219)<br>-Basic services, payment provisions, refund conditions, and parents rights are included.     |

**SELF-ASSESSMET GUIDE**  
**CHILD CARE CENTERS**  
**ADMINISTRATIVE REQUIREMENTS (Continued)**

NOT  
MET MET

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 6. Personal Rights of each child kept. (101223)<br>-Personal Rights statement is posted and parents have been advised.<br>-Corporal punishment or confinement is not allowed.   |
| _____ | _____ | 7. Parents are immediately notified of illness or injury more serious than minor cuts and scratches. (101226)<br>-Children are isolated if ill.<br>-Emergency medical treatment is obtained when needed.<br>-Signed consent form and phone numbers of parents on file.<br>-First aid supplies are complete and accessible to staff.   |
| _____ | _____ | 8. A written plan has been developed and implemented regarding the administration of medications to children. (101226)<br>-Medications are centrally stored in original containers with unaltered labels and are not accessible to children.<br>-Written parental approval and instructions on file.<br>-Medications are returned to parent when no longer needed or child withdraws from center. |
| _____ | _____ | 9. There is a written Sign-In and Sign-Out procedure. (101229.1)<br>-Sign-In/Out sheets are kept for one month.   |
| _____ | _____ | 10. Children are not left without the supervision of a teacher. (101229)<br>-Supervision includes visual observation at all times.  |
| _____ | _____ | 11. Administrator knows the requirements for providing care and supervision and how to comply with applicable laws and regulations. (101215)<br>-Criminal record clearance on file.<br>-Health clearance on file.   |
| _____ | _____ | 12. Staff to child ratio is met at all times. (101216.3)<br>-1:12 teacher/child and 1:15 teacher/aide/child.<br>-1:6 adult/child when on field trips or water activity.<br>-2:18 optional staffing ratio (aide with 6 units).   |

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**CHILD CARE CENTERS**  
**ADMINISTRATIVE REQUIREMENTS (Continued)**

|            | NOT        |   |
|------------|------------|---|
| <u>MET</u> | <u>MET</u> |   |
| _____      | _____      | 13. Personnel records are complete and on file for each employee. (101217)<br>-Records are kept for 3 years.  |
| _____      | _____      | 14. There are a variety of daily activities designed to meet the needs of the children. (101230)<br>-Children are allowed to nap without distraction.   |
| _____      | _____      | 15. Food is safe and of the quality and quantity to meet the childrens needs. (101227)<br>-Menus are posted.<br>-Food is protected from contamination.<br>-Food preparation area, equipment, dishes and utensils are sanitary.<br>-Snacks include one serving from two or more food groups. |
| _____      | _____      | 16. Facility license is valid and posted. (101156/101160)   |
| _____      | _____      | 17. Criminal record clearance on file for all staff. (101170)   |
| _____      | _____      | 18. Roster of children is current. (101221)<br>-Name, address, phone number for parents.<br>-Name and phone number of child's physician.  |
| _____      | _____      | 19. Licensing reports and substantiated complaint reports are available for public review. (Health and Safety Code 1596.859)  |
| _____      | _____      | 20. Waiver and exception requests have been submitted in writing. (101175)  |